

NO	Activity	1.	2.	3.	4.	5.	6.	7.	8.		Result - Objective	LOE
1	Training 1 Intro ISO 9001, 10 principles, process IMS	3								I PHASE TRAINING	Printout presentation, TOR Project	3 %
	Appointment MR & Team, purchase of standards										Appointment, MR, Team and Project	
	GAP Analysis - optional										Implementation Plan	
2	Organisation chart - review	3									Org. Chart update	3 %
3	Training 2 Terms & def., management kinds, PDCA	3									Printout pres, Matrix of responsibilities	3 %
4	Training 3 Standard requirements * 3	4									Printout of presentation	4 %
5	Training 4 Procces approach 22, docs pyramid		4								Printout pres, Process Map Co.	4 %
6	Training 5 Key process, Enrty, phase & final control		4							Key process in deep	4 %	
7	Training 6 Workshop Environmental aspects		3							List of environmental aspects	3 %	
8	Training 7 Defining of Policies for 3 systems		2	2						II PHASE DOCUMENTATION	Quality, Environmental & Safety Policy	4 %
9	Writting of IMS Manual			4	5	2	3	1			Integrated Management System Manual	15 %
10	Training 8 Control of documents & records			3							Procedure, Matrix of docs.& records	3 %
11	Trening 9 Significant aspects			4							Procedure, Evaluation of performances	4 %
12	Training 10 Legal & other requiremnts, access				3						Procedure, List of applicables, Comply.	3 %
13	Training 11 Purchasing, criteria for selection				3						List of approved suppliers	3 %
14	Training 12 Planning of QMS, EMS & OHSAS				2	1					Education Plan & Maintenance Plan	3 %
15	Training 13 Customer communication					4					Complains list & Clients Evaluation	4 %
16	Trening 14 Operational control & preparedness					3					Procedure, Emergency respond,records	3 %
17	Training 11 Monitoring & measuring devices					3					List of control devices, calibration	3 %
18	Trening 16 Monitoring of significant aspects						3				Procedure, monthly resources consump	3 %
19	Trening 17 Hazard ID, Risk Assesment, controls						7				Procedure, docs xcidents, plan	7 %
20	Training 12 Nonconformity, correct & preventive actions							3			Procedure Nonconform. Corr/prev.	3 %
21	Training 13 Internal audit IMS							3			Procedure Internal Audit	3 %
22	Training 14 Defining of masurable objectives, targets							5		Objectives, targets & programmes	5 %	
	Internal auditor seminar - outsourcing									III PHASE	Certificate Internal auditor No.	
23	Prepare & perform of Internal Audit IMS								7		Internal IMS Audit Report	7 %
24	Prepare & perform of Management review IMS								3		Review IMS input/output report	3 %
25	Evaluation of Project & Certification audit										Final Project report & certificate	
		13	13	13	13	13	13	12	10			100%
	Remark:	Mentioned activities are planned for direct consulting service into client company thereof they do not cover necessary Prepare and planning of processes & Research activities before, controls during a process, preventive & corrective actions performed in order to stay on tracts with Project objectives & goals and completion of planned activities Afterwards – ALL OF THOSE ACTIVITIES ARE INCLUDED IN PROPOSAL										